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DD A
Goals
FYI
D/ODP

ODP-0-154
8 February 1980

MEMORANDUM FOR: Chief, Management Staff, DDA

FROM: 25X1A ███████████████

Chief, Management Staff, ODP

SUBJECT: FY-1980 Goals Program: Second Quarter

REFERENCE: C/MS/DDA Memo, dated 17 January 1980,
Same Subject   (DD/A 80-0069/1)

Attached is the Goals and Progress Report for the
goal mentioned in Paragraph 2.e. of the referent
memorandum, the only goal associated with the Office of
Data Processing.

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Attachment: As stated

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25X1A   O/ODP/C/MS/████████████ (8 Feb 1980)   25X1A

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<u>GOALS AND PROGRESS REPORT</u>

<u>CIA GOALS PROGRAM</u>

Goal : Provide timely and responsive support and coordination for the accelerated design, development, and implementation schedule for the CRAFT concept. (S)

Presenter : Bruce T. Johnson Director of Data Processing (U)

Milestone : Develop concept paper for policymakers that outlines the program and preliminary estimates of the resources needed to bring it into being. (U)

Progress to Date : 7 January 1980 - The DDA noted that an accelerated effort for CRAFT would include communications and data processing DDA resource commitments. (S)

14 January 1980 - Draft of "A Plan for Accelerating the Provision of ADP Support to DO Field Stations" was issued by DDO. (S)

28 January 1980 - C/IMS/DDO informed by D/ODP that DDA would provide knowledgeable officers from OS, OL, OC and ODP on a full-time basis to work with IMS personnel to develop a concept paper which would replace the 14 January draft. (U)

4 February 1980 - DDO/DDA CRAFT Working Group began development of an interim solution for the CRAFT Project. Target date for completion: 15 February 1980. (S)

6 February 1980 - DDO presented a briefing on CRAFT to EXCOM, drawing upon the preliminary work of the DDO/DDA CRAFT Working Group. The DDCI tasked the Comptroller to evaluate the proposal, its funding needs and to determine how best to proceed. The ADDO, ADDS&T and ADDA agreed to detail personnel with appropriate technical and managerial skills to serve on an ad hoc review team which is to be organized under the auspices of the Office of the Comptroller. (C)

Issues and Problems: Awaiting the first report of the CRAFT Working Group mentioned above and its review by the Comptroller's team before the initial issues and problems are identified. (S)

DERIVATIVE CL BY ███████ 25X1A
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Seen by EXO 11 Jan 80
Action over to SIMS
DD Review
D 100P

Due 16 February 80

D-read copy

DDP / 0-072
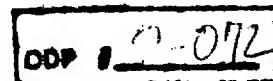
DD/A 80-0069/1

17 January 1980

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Security
Director of Training
Chief, Information Services Staff

FROM: 25X1A ▮▮▮▮▮▮▮▮▮▮▮
Chief, Management Staff, DDA

SUBJECT: FY-80 Goals Program: Second Quarter (U)

REFERENCE: Multi-Adse Memo fm DDCI dtd 8 Jan 80,
Same Subject (ER 80-6036

1.   The Deputy Director of Central Intelligence (DDCI)
has announced dates and suggested agenda items for the second
quarter FY-80 Goals Program Review. Mr. Carlucci's memorandum
covering the subject is attached for your information. Note
that our review is scheduled for 21 February 1980 from 1500-
1600 in the DCI Conference Room.

2.   We have reviewed the DDCI's memorandum with ▮▮▮▮▮▮ 25X1A
25X1A ▮▮▮▮▮▮ and the DDA and have agreed on the second quarter
review of the following goals (note assignments indicated in
parentheses; goals stated in paragraphs 2.a., 2.c., and 2.g.
will be reported on but not briefed because of time constraints):

a.   Improve DDA Career Service personnel career
planning:

(1)   Implement DCI/DDCI-approved NAPA personnel
management reforms in the DDA Career Service (vacancy
notice systems, rotational assignments, advance plan-
ning, etc.). Revise career planning materials to be
more meaningful (Directorate APP, PDP, Career Pro-
files, Career System Handbooks).

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DDCI Memo; dtd

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(2) Develop and implement an FY-80 DDA Career
Service Affirmative Action and Equal Opportunity
Plan. Implement FY-80 minority recruitment plan.

b. Monitor, guide, coordinate and otherwise
(D/Sec)
assist the implementation of the President's decision
concerning the APEX System.

c. Oversee the timely and responsive completion
of the efforts of the Information Handling Task Force.

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(D/OC)

(DD/A)

e. Ensure that timely and responsive Administration (D/ODP for
Directorate support and coordination are provided in   all DDA
meeting accelerated design, development, and imple-   Offices)
mentation schedules for the CRAFT concept.

f. Strengthen the Agency-wide policy coordination
role of the Office of Training:

(1) Develop and implement an evaluation plan for (DTR)
the Agency-wide review of first year of Language
Incentive Program (specifically talk about your
evaluation and monitoring role).

(2) Expand leadership and management training   (DTR)
for all managers in Agency, particularly in the
Midcareer Course and the Senior Seminar.

g. Work with the Operations and Science and
Technology Directorates on assessing administrative
problems of our employees overseas and in ▮▮▮▮▮▮
25X1A   ▮▮▮▮▮assignments and develop policies to adequately   25X1A
address these problems.

h. Review the planning for the new 85,000 square   (D/L)
foot building (review the sequence and timing of events
regarding occupancy--who goes into new building, who goes
into backfill space, Headquarters areas for SAFE, ADSTAR, etc.).
Also indicate to DDCI any decisions he may subsequently be
asked to make regarding this subject.

In addition, we will provide final progress reports on
two goals that, at least for the time being, will not
be continued:

      i.   Finance support to overseas installations   (D/Fin)

      j.   The Agency Alcohol Program   (D/MS)

3.   The DDCI is expecting about a ten minute treatment
on each of the goals being briefed (paras. 2.b., 2.d., 2.e.,
2.f., and 2.h. above) and about a five minute treatment of
the last two (Finance Support Overseas and the Alcohol
Program). Where an individual goal has more than one part,
please limit the entire goal discussion to ten minutes.
Each of you is asked to keep your presentations crisp and
limit them as indicated above so that the entire review can
be ompleted within the time allotted. (U)

4.   Regarding the goal on CRAFT support (para.2.e. above),
the DD/A would like the Director, ODP to conduct the review--
the changed DDO requirement as we know it, the impact(s) of
changed requirements on ongoing DDA support, and the status of
our planning to meet the changed requirement--on behalf of all
Directorate Offices. Concentration should probably be focused
on the Offices of primary impact (Communications, Data Processing,
Security). (S)

5.   The review of the last two goals--Finance Support
Overseas and the Alcohol Program--should include a brief report
of progress to date and the reason that each effort, while on-
going, is not presently scheduled for continuing review with
the DDCI. In the case of Finance Support Overseas, it will be
subsummed in one or both of the two goals on overseas support--
CRAFT (para.2.e. above) and overseas ▮▮▮▮▮▮▮▮▮▮▮ administra-   **25X1A**
tive problems (para. 2.g. above). In the case of Alcohol
Program, it has been designed, implemented, and is working.
We will, as appropriate, keep the DDCI advised of accomplishments
and problems as they occur. (S)

6.   The paperwork (Goals and Progress Report) to be sub-
mitted to the DDCI, as indicated in the second paragraph 3
of the reference memorandum, is to be limited to one page and
formatted as shown on the attachment hereto. Please submit
your Goals and Progress Report, in one copy to the DDA Manage-
ment Staff by COB 8 February 1980 so that all such reports going
to DDCI can be stardardized. (U)

7.   The DD/A wants to dry run the presentations. We have
scheduled a session on 14 February 1980 from 1300 to 1430 hours.

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Atts:
  A. Reference Memorandum
  B. Format for the Goals and Progress Report
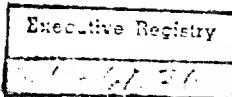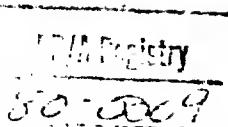
ATTACHMENT A

8 January 1980

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for National Foreign Assessment
Deputy Director for Operations
Deputy Director for Science and Technology
Inspector General
General Counsel
Legislative Counsel
Comptroller
Director of Personnel Policy, Planning, and Management
Director of Public Affairs

FROM   : Deputy Director of Central Intelligence

SUBJECT   : FY-80 Goals Program

1. Following is the tentative schedule for the second quarter
FY-80 CIA Goals Program review. All meetings will be in the DCI
Conference Room.

        DDA   21 February, 1500-1600
        DDO   28 February, 1500-1600
        DDNFA   6 March, 1500-1600
        DDS&T   13 March, 1500-1600

2. In preparing your goals for this quarter, please update your
fall 1979 goals utilizing appropriate portions of your SIS Advance Work
Plan that we discussed and agreed to in December. You should add any
other recent top priority goals for your area that you wish to discuss
with me.

3. All directorates should have an appropriate personnel manage-
ment goal focusing not only recent Agency-wide personnel management
goals progress, e.g., EEO progress, SIS implementation, NAPA decision
implementation, etc., but also on particular directorate personnel goals
and issues. Also, please assure these goals are included:

                                        Signer

                            x   Jan. 86

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DDA

- ° Progress/evaluation plans for Language Improvement Program, Agency wide

- ° Logistics space planning, Agency wide

DDO

- ° Agent communications progress (with S&T)

- ° Protecting sources and methods

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- °
- °

DDS&T

- ° FY-81 Agency-wide R&D plan

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- °

NFAC

- ° Goals/progress toward improving quality of intelligence

- ° Progress on reorganization moves

3. Please submit your FY-80 goals to me at least one week before your scheduled meeting. Include progress reports on last quarter's goals. As in the past, I would like most, if not all, of your office/division chiefs to participate. Each of the DDs is invited to attend each others' meetings. If you cannot attend, a principal alternate who can speak for you should attend.

4. During the first quarter of FY-80, each of the independent staff office directors prepared Advance Work Plans as part of their SIS Performance Appraisal System. I would like each to provide me with a brief three-month written progress report on their agreed-upon objectives by 29 February 1980. Include any issues or problems you may want to bring to DCI/DDCI attention. Also indicate any revisions to previously agreed AWPs you may want to propose.

5. A number of personnel management initiatives have resulted from the Executive Committee NAPA reviews in December. I would like to review progress and problems on each of the major Executive Committee personnel decisions with the Office of Personnel Policy, Planning, and Management

and its key staff on 20 March at 1500 in the DCI Conference Room. Please
prepare a brief goals and progress document at least one week before
that meeting.

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Frank C. Carlucci

cc: DCI   25X1A
     SA/DDCI/

ATTACHMENT B

S-A-M-P-L-E

GOALS AND PROGRESS REPORT

CIA GOALS PROGRAM

Goal: Implement the plan to create the Senior Intelligence Service for CIA

Presenter: Harry E. Fitzwater
Director of Personnel

Milestones: 6 June 1979 - Presentation by OP made to DDCI and Executive Committee of an overview of the Civil Service Reform Act provisions for the Senior Executive Service and general recommendation for adoption of primary features within CIA.

11 June 1979 - Notification to D/Pers by DDCI confirming agreement the Agency should move ahead in developing an SES task group should now focus on how such a system should be designed and implemented. Outside date for possible implementation 1 January 1980.

Progress to Date: 28 August 1979 - OP SES Task Group proposals for establishing and implementing a CIA SES-type system given to DDCI for review. This package suggested that the SES program in the Agency be called the Senior Intelligence Service (SIS).

29 August 1979 - DDCI met with D/Pers, DD/Pers and OP SES task group and discussed complete SES proposal "package." DDCI scheduled Executive Committee meeting for 31 August and requested that OP send copies of proposals to each member by 30 August.

31 August 1979 - Exeuctive Committee meeting review and discussion of proposals; several modifications were suggested and approved by DDCI. D/Pers asked to incorporate modifications and develop revised package for review by Executive Committee members to give comments to DDCI in "one day." DDCI will approve or disapprove various recommendations by 7 September to permit institution of the CIA Senior Intelligence Service by 1 October 1979.

Issues and Problems: Short time available to handle necessary initial implementation requirements to meet start up date of 1 October 1979. SES task group with some "detail" assistance feels it can meet deadline.